



2007 Old Town Christmas Parade

Saturday, December 1, 2007

Parade begins promptly at 3:30 p.m.

Line-up begins at 2:30 p.m.

2007 Theme: Winchester's First Christmas

It's time to begin planning for the **2007 Old Town Christmas Parade**. The annual Old Town Christmas Parade is a community spirited event which brings anticipation, laughter and smiles to a lot of faces. All civic organizations, clubs and schools are welcomed to participate. A little imagination and a lot of spirit is all it takes!

So many people commented that the Old Town Christmas Parade keeps getting better and better. In fact, we are changing the time of the parade to encourage more participation in the parade and the Tree Lighting Ceremony & Carol Sing which will immediately follow. We certainly hope that we can count on a unit from your organization in this year's parade, and that you will consider staying and participating in the Carol Sing.

We are privileged that the parade will be directed by the **Winchester Host Lions Club** again this year.

If your group is interested in participating this year, please complete and **return the enclosed entry form by Friday, October 19, 2007**. Be sure your group is aware of the schedule change before committing. You can return it by US mail or fax it to the Old Town Development Board office (contact information is listed below).

If you have any questions regarding the parade, feel free to contact Karen Helm at (540) 722-7575 or email khelm@ci.winchester.va.us. Thank you, and we look forward to seeing you in December.

General Information:

1. Due to the yearly growth of this parade, we ask that you please return your application by the deadline. Applications returned after the deadline will not be guaranteed participation in the parade. Return application to Old Town Development Board office by US mail or fax no later than October 19, 2007.
2. 2007 annual Old Town Christmas Parade is on Saturday, December 1, 2007, beginning promptly at 3:30 p.m. The parade lasts approximately 1.5 hours. Route: line-up on Cameron Street, begin on Piccadilly to left on Braddock St. to left on Cork St. and finish at Cameron St.
3. Line-up will begin at 2:30 p.m. on Cameron Street, your organization's location assignments will be made and mailed to you by November 15, 2007. We can email the information to you if you prefer.
4. Units must report to assigned positions no later than 2:30 p.m. or may forfeit opportunity to be in parade.
5. No entry other than the last entry will be allowed to have Santa Claus on their float, vehicle or in their band or group. Santa is featured at the end of the parade.
6. Candy, toys or other materials may not be thrown while on the parade route. If the group would like to distribute treats or favors, please have someone walk beside the unit and hand out them directly to the public.
7. The parade will be held on the day scheduled unless there is severe inclement weather. Weather announcements will be made on local radio and cable stations. There will not be a cancellation date.



ENTRY FORM

2007 OLD TOWN CHRISTMAS PARADE

Parade Date/Time: Saturday, December 1, 2007 at 3:30 p.m.

2007 Theme: Winchester's First Christmas

Entry:	
Name of Group:	Sponsor:
Contact Information:	
Name:	Cell phone:
Address:	Work phone:
Email:	Home phone:
Entry Description:	
Total length (i.e., length of car + length of float = total length) _____	
Type & number in unit (i.e., 20 scouts, 5 cars, 2 wagons, 6 horses, etc.) _____	
<input type="checkbox"/> Float <input type="checkbox"/> Band <input type="checkbox"/> Marching/Walking <input type="checkbox"/> Car <input type="checkbox"/> Truck <input type="checkbox"/> Other _____	
Special consideration: <input type="checkbox"/> Music <input type="checkbox"/> Noise Maker <input type="checkbox"/> Other _____	
Classification: <input type="checkbox"/> Children <input type="checkbox"/> Civic <input type="checkbox"/> Shrine <input type="checkbox"/> Military <input type="checkbox"/> School <input type="checkbox"/> Other _____	
Miscellaneous: Please let us know if any cars would be willing to transport dignitaries or characters during the parade. <input type="checkbox"/> Yes <input type="checkbox"/> No Quantity _____	
Special Instructions:	
<ol style="list-style-type: none"> 1. Return application to OTDB office by October 19, 2007. Mail to address below or fax to 540-722-7570. 2. Units must report to assigned positions no later than 2:30 p.m. or may forfeit opportunity to be in parade. 3. No entry other than the last entry will be allowed to have Santa Claus on their float, vehicle or in their band or group. Santa is featured at the end of the parade. 4. Candy or favors may not be thrown while on the parade route. If the group would like to distribute candy or favors, please have someone walk beside the unit and hand them directly to the public. 5. The parade will be held on the day scheduled unless there is severe inclement weather. Weather announcements will be made on local radio and cable stations. There will not be a cancellation date. 	
Signature of Applicant: _____ <p style="text-align: center;"><i>Signing this form verifies that you have read and understand the special instructions.</i></p>	
FOR OFFICE USE	Old Town Development Board 2 North Cameron Street, Suite 100 Winchester, VA 22601 Fax: 540-722-7570 Questions? 540-722-7575



IMPORTANT

Information Requested

August 24, 2007

From: Karen Helm, Director

RE: 2007 Annual Old Town Winchester Christmas Parade and Tree Lighting & Carol Sing

The Old Town Development Board's Promotion Committee is changing the time for the **2007 Old Town Christmas Parade and Tree Lighting Ceremony & Carol Sing**. By joining the two events we envision creating a larger, more festive traditional family event in the heart of our community. We are hopeful that your group will continue to participate in the parade and will also want to partake in an additional role in the community celebrations.

1. **Parade Date/Time: Saturday, December 1, 2007, at 3:30 p.m.**
2. **Line-up Time: Begins at 2:30 p.m.**
3. **Tree Lighting Ceremony & Carol Sing: Saturday, December 1, at 5:30 p.m.**

We would appreciate your response to the following questions to assist with our planning – please return the form to the OTDB office no later than **Friday, September 21, 2007**. Responses may be sent via fax, mail or email to the address below.

2007 Christmas Events

1. **Is your organization participating in the afternoon Christmas Parade beginning at 3:30 p.m.?**

Yes: ☐

No: ☐

Note: The parade line-up would begin at 2:30 p.m. The parade usually lasts about 1 ½ hours, therefore it should end at about 5:00 p.m.

If no, why:

2. **Would members of your group remain downtown after the parade as spectators of the Tree Lighting Ceremony & Carol Sing?**

Yes: ☐

No: ☐

Note: Ceremony would begin immediately following the parade when Santa arrives at approximately 5:30 p.m.

If no, why:

3. **Would your group like to participate as entertainment for the Tree Lighting Ceremony & Carol Sing?**

Yes: ☐

No: ☐

Note: Entertainment/carol singing would begin while the parade is still in process (as units finish their march) when spectators are gathering, at approximately 4:00 p.m. and last for a short period after the ceremony ends. School bands/carolers could take turns with entertaining.

If yes, what:

4. **Would your group be interested in decorating one of the nine Christmas Trees displayed on the Mall?**

Yes: ☐

No: ☐

Note: Using the "Winchester's First Christmas" theme. Trees are 7 feet .

5. **Contact information: Please verify your organization's contact information.**

Note: Please add a phone number and email address.

Old Town Development Board, 2 N. Cameron Street, Suite 100, Winchester, Virginia 22601

Phone: 540-722-7575 ■ Fax: 540-722-7570 ■ wincmaint@ci.winchester.va.us